

**Superior Township  
Regular Board Meeting Minutes  
Tuesday, December 23, 2025**

**Prepared by Jolene Passmore, Clerk**

**Call meeting to order:** by Mike Fox @ 6:01pm

**Pledge of Allegiance**

**Roll Call of Board Members Present:** Amy Eddy, Jolene Passmore, Mike Fox, Jim Sutton

Absent – Cindy Vansloten

**Public Comment:** George Kinsella brought up property lines for Township hall to be identified for elections due to parking and he also mentions he believes 2% is not being handled properly by tribes.

**Approval of Agenda:**

- Motion by Amy Eddy and seconded by Jolene Passmore to approve the December 23, 2025, agenda.
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - Mike Fox – Yes
  - Jim Sutton - Yes
  - Motion carried

**Approval of minutes:**

- Motion by Amy Eddy and seconded by Mike Fox to approve the Regular Board meeting minutes for November 25, 2025.
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - Mike Fox – Yes
  - Jim Sutton - Abstain
  - Motion carried

**New Business Motions:**

- Discussion on Zoning Ordinance amendment, tabled to send back to Planning Commission, they need to have a public hearing to amend ordinance per MTA.
- Motion by Amy Eddy and seconded by Jolene Passmore to send Food Truck Ordinance to Township attorney for review.
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - Mike Fox – Yes
  - Jim Sutton - Yes
  - Motion carried

- Motion by Jim Sutton and seconded by Amy Eddy to approve the minimum wage increase of \$13.73 effective Jan 1, 2026 for all minimum wage paid Superior Township employees.
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - Mike Fox – Yes
  - Jim Sutton - Yes
  - Motion carried
- Motion by Amy Eddy and seconded by Jolene Passmore to approve the purchase of a desk top computer for Township assessor for approximately \$870 from National Office products along with the labor costs at \$80 per hour and to add an active connection for assessor through Real VNC at \$198 per year.
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - Mike Fox – Yes
  - Jim Sutton - Yes
  - Motion carried

**Old Business Motions:**

- Motion by Mike Fox and seconded by Amy Eddy to approve the addition of a second cell phone with protective cover and cell phone service line to existing cell service obtained by Superior Township, for use by Superior Township Fire Chief.
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - Mike Fox – Yes
  - Jim Sutton - Yes
  - Motion carried

**Fire Report:**

- Discussion on runs and training.

**Parks Committee:**

**Water Board:**

- Discussion on hook up rates change – tabled to review when rate assessment complete.
- Discussion on training for Larry to receive his license, more information regarding training will be out in January.

**Supervisor’s Report:**

- Discussion that the rate assessment is still being worked on by Michigan Rural Water.
- Discussion regarding Bay Mills wanting to take ownership of pipe system, which includes Lift Stations 5 and 6, will be reviewed/discussed further.

**Clerk’s Report:**

1. Motion by Jolene Passmore and seconded by Amy Eddy to approve the November 2025 clerk's report in the amount of \$42,022.14.
  - o Amy Eddy – Yes
  - o Jolene Passmore – Yes
  - o Mike Fox – Yes
  - o Jim Sutton - Yes
  - o Motion carried

**Treasurer's Report:**

- Motion by Amy Eddy and seconded by Jolene Passmore to approve the November 2025 treasurer's report in the amount of \$1,592,816.45.
  - o Amy Eddy – Yes
  - o Jolene Passmore – Yes
  - o Mike Fox – Yes
  - o Jim Sutton - Yes
  - o Motion carried

**Public Comment:** Goerge Kinsella complimented the Holiday Lighting and Township website.

**Adjournment:**

- Motion by Amy Eddy and seconded by Jolene Passmore to adjourn the meeting at 7:19pm.
  - o Amy Eddy – Yes
  - o Jolene Passmore – Yes
  - o Mike Fox – Yes
  - o Jim Sutton - Yes
  - o Motion carried

A handwritten signature in cursive script that reads "Jolene Passmore". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank GENOP GENERAL OPERATING							
12/03/2025	GENOP	10410	AP	0777	CINDY VANSLOTEN	SEAL REIMBURSEMENT	15.36
12/03/2025	GENOP	10411	AP	0133	CITY OF SAULT STE. MARIE	WATER ANALYSIS	24.00
12/03/2025	GENOP	10412	AP	0740	CRANE ENGINEERING	LS3 MATERIAL	6,808.24
12/03/2025	GENOP	10413	AP	0577	EJ USA, INC.	HYDRANT REPAIR	129.37
12/03/2025	GENOP	10414	AP	0300	JOHN HANCOCK	RETIREMENT	803.27
12/03/2025	GENOP	10416	AP	0250	MARK'S TIRE	DISPOSAL	934.00
12/03/2025	GENOP	10417	AP	0236	MI DEPT ENVIRONMENTAL QUALITY	NPDES ANNUAL PERMIT FEE	400.00
12/03/2025	GENOP	10418	AP	0255	NAPA AUTO PARIS	HARDWARE FOR GENERATOR	14.76
12/03/2025	GENOP	10419	AP	0217	NATIONAL OFFICE PRODUCTS	CONTRACT	750.41
12/03/2025	GENOP	10420	AP	0211	NORTHERN SAND & GRAVEL		408.43
12/05/2025	GENOP	10394	PR	00057	BEAUNE, WILLIAM	BATTERY/HACKZALL	54.61
12/05/2025	GENOP	10395	PR	196	BUSHA, JAMES		57.27
12/05/2025	GENOP	10396	PR	00192	BUSHA, LORI		13.77
12/05/2025	GENOP	10397	PR	00500	CHARTRAND, CHRISTINE		428.12
12/05/2025	GENOP	10398	PR	00520	CLOW, JASON		1,575.01
12/05/2025	GENOP	10399	PR	0521	CLOW, JASON		110.13
12/05/2025	GENOP	10400	PR	0595	EDDY, AMY		416.90
12/05/2025	GENOP	10401	PR	00165	EDDY, AMY		416.89
12/05/2025	GENOP	10402	PR	00188	FOX, MICHAEL		88.10
12/05/2025	GENOP	10403	PR	00102	HARRIS, MAURICE		873.26
12/05/2025	GENOP	10404	PR	0091	LEDERGERBER, CHRISTINE		37.27
12/05/2025	GENOP	10405	PR	00167	LOUP, KATHY		57.27
12/05/2025	GENOP	10406	PR	00505	MUNSELL, WILLIAM		1,385.16
12/05/2025	GENOP	10407	PR	00182	NOYCE, LARRY		424.19
12/05/2025	GENOP	10408	PR	00182	PASSMORE, JOLENE		97.90
12/05/2025	GENOP	10409	PR	00101	SUTTON, JAMES		97.90
12/05/2025	GENOP	521270(E)	PR	250	VANSLOTEN, CYNTHIA		97.90
12/06/2025	GENOP	521267	AP	IRS	UNITED STATES TREASURY	PAYROLL TAXES 12/05/2025	1,603.34
12/10/2025	GENOP	10421	AP	0420	AT&T	CELL	91.48
12/10/2025	GENOP	10422	AP	0578	BAUCKHAM, SPARKS, THALL, SHEEBER	ATTORNEY FEES	1,280.00
12/10/2025	GENOP	10423	AP	0388	CHARTER COMMUNICATIONS	INTERNET	119.99
12/10/2025	GENOP	10424	AP	0133	CITY OF SAULT STE. MARIE	WATER ANALYSIS	24.00
12/10/2025	GENOP	10425	AP	0740	CRANE ENGINEERING	LS6 TEMP PUMP	22,946.07
12/10/2025	GENOP	10426	AP	0144	GFL ENVIRONMENTAL USA INC	TRASH	183.64
12/10/2025	GENOP	10427	AP	0384	HIAWATHA TELEPHONE CO	PHONE	482.32
12/10/2025	GENOP	10428	AP	0255	NAPA AUTO PARTS	DPW SUPPLIES	140.68
12/10/2025	GENOP	10429	AP	0217	NATIONAL OFFICE PRODUCTS	ENVELOPES	246.50
12/10/2025	GENOP	521268(E)	AP	0141	SOO COOP CREDIT UNION	VISA	1,939.70
12/10/2025	GENOP	521269(E)	AP	0375	CLOVERLAND ELECTRIC CO-OP	ELECTRIC	3,351.68
12/16/2025	GENOP	10431	AP	0351	DTE ENERGY	GAS	1,498.57
12/16/2025	GENOP	10432	AP	0358	DETOUR VILLAGE SEWER DEPT	LAGOON SAMPLES	1,720.00
12/16/2025	GENOP	10433	AP	0739	FP MAILING SOLUTIONS	POSTAGE MACHINE CONTRACT	92.85
12/19/2025	GENOP	10434	PR	196	NAPA AUTO PARTS	LAGOON RISER/COVER	46.00
12/19/2025	GENOP	10435	PR	00192	BUSHA, JAMES		57.26
12/19/2025	GENOP	10436	PR	00192	BUSHA, LORI		96.85
12/19/2025	GENOP	10437	PR	00183	CASE, RODNEY		60.03
12/19/2025	GENOP	10439	PR	00500	CHARTRAND, CHRISTINE		428.12
12/19/2025	GENOP	10440	PR	00520	CLOW, JASON		1,654.15
12/19/2025	GENOP	10441	PR	0521	CLOW, JASON		110.12
12/19/2025	GENOP	10442	PR	0595	EDDY, AMY		416.89
12/19/2025	GENOP	10446	PR	00165	FOX, MICHAEL		873.28
12/19/2025	GENOP	10448	PR	00102	LEDERGERBER, CHRISTINE		57.26
12/19/2025	GENOP	10449	PR	00167	MUNSELL, WILLIAM		1,521.13
12/19/2025	GENOP	10450	PR	00505	NOYCE, LARRY		57.27
12/19/2025	GENOP	10451	PR	0193	OLSWAY, MARK		424.18
12/19/2025	GENOP	10453	PR	00182	PASSMORE, JOLENE		155.16
12/19/2025	GENOP	10454	PR	250	VANSLOTEN, CYNTHIA		57.27
12/19/2025	GENOP	10454	PR	195	WHEALY, CHRISTOPHER		57.27

CHECK REGISTER FOR SUPERIOR TOWNSHIP  
 CHECK DATE FROM 12/01/2025 - 12/31/2025  
 STATUS FILTER: Cleared

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
12/19/2025	GENOP	521271(E)	AP	IRS	UNITED STATES TREASURY	12/19/2026 PAYROLL	1,736.50
12/30/2025	GENOP	521272(E)	AP	0160	STATE OF MICHIGAN		2,023.25
Total of 59 Checks:							62,334.03
Less 0 Void Checks:							0.00
Total of 59 Disbursements:							62,334.03

*Doc 2025 \$1023,107.17*

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank GENOP GENERAL OPERATING							
12/03/2025	GENOP	10415	AP	0271	KINROSS CHARTER TOWNSHIP	VACTOR RENTAL	1,601.45
12/16/2025	GENOP	10430	AP	0412	BAY MART	FUEL	465.92
12/19/2025	GENOP	10438	PR	00515	CHESEBRO, MARK		60.03
12/19/2025	GENOP	10443	PR	00069	FREEDMAN, DEBRA		37.27
12/19/2025	GENOP	10444	PR	00076	FREEDMAN, LEOPOLD		57.27
12/19/2025	GENOP	10445	PR	00188	HARRIS, MAURICE		88.10
12/19/2025	GENOP	10447	PR	0091	LOUP, KATHY		94.52
12/19/2025	GENOP	10452	PR	00101	SUTTON, JAMES		155.15
12/30/2025	GENOP	10455	AP	0300	JOHN HANCOCK	RETIREMENT	585.40
12/30/2025	GENOP	10472	AP	0444	ACCIDENT FUND INSURANCE CO OF AMER	INSURANCE	365.35
12/30/2025	GENOP	10473	AP	0396	BS&A	TERMINAL CASE/ S700	415.00
12/30/2025	GENOP	10474	AP	0611	CATIRON NORTH AMERICA INC	2025 REMOTE SERVICE	3,734.44
12/30/2025	GENOP	10475	AP	MISC	DONNELLY, JAMES	UB refund for account: 531	38.55
12/30/2025	GENOP	10476	AP	MISC	DONNELLY, JAMES	UB refund for account: 532	38.55
12/30/2025	GENOP	10477	AP	0342	ELECTION SOURCE	MAINT CONTRACT	595.05
12/30/2025	GENOP	10478	AP	0480	FRED FELEPPA, ATTORNEY AT LAW	ATTORNEY FEES	300.00
12/30/2025	GENOP	10479	AP	0271	KINROSS CHARTER TOWNSHIP	VACTOR RENTAL FOR LS2	1,502.20
12/30/2025	GENOP	10480	AP	0225	MISS DIG SYSTEM, INC.	ANNUAL FEE	991.59
12/30/2025	GENOP	10481	AP	0255	NAPA AUTO PARTS	DPW SUPPLIES	315.94
12/30/2025	GENOP	10482	AP	0211	NORTHERN SAND & GRAVEL	GRAVEL FOR WATER TOWER	407.72
12/30/2025	GENOP	10483	AP	0092	VISA	VISA	90.03
12/30/2025	GENOP	10484	AP	0785	WOLVERINE POWER SYSTEMS	GENERATOR	47,775.00
12/30/2025	GENOP	10485	AP	0752	XTREME TRUCK & TRAILER LLC	ANNUAL INSPECTION 1998 INTERNATIONAL	1,148.61

Total of 23 Checks: 60,863.14  
 Less 0 Void Checks: 0.00  
 Total of 23 Disbursements: 60,863.14

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank GENOP GENERAL OPERATING							
04/11/2025	GENOP	9906	PR	00165	FOX, MICHAEL		
08/27/2025	GENOP	10230	AP	0763	SHANNON SERGEIKO	TABLE RENTAL	416.89
11/19/2025	GENOP	10370	AP	0781	MELANIE LYONS	BANNER REFUND	25.00
12/03/2025	GENOP	10415	AP	0271	KINROSS CHARTER TOWNSHIP	VACTOR RENTAL	15.55
12/16/2025	GENOP	10430	AP	0412	BAY MART	FUEL	1,601.45
12/19/2025	GENOP	10438	PR	00515	CHESEBRO, MARK		465.92
12/19/2025	GENOP	10443	PR	00069	FREEDMAN, DEBRA		60.03
12/19/2025	GENOP	10444	PR	00076	FREEDMAN, LEOPOLD		37.27
12/19/2025	GENOP	10445	PR	00188	HARRIS, MAURICE		88.10
12/19/2025	GENOP	10447	PR	0091	LOUP, KATHY		57.27
12/19/2025	GENOP	10452	PR	00101	SUTTON, JAMES		94.52
12/30/2025	GENOP	10455	AP	0300	JOHN HANCOCK		155.15
12/30/2025	GENOP	10472	AP	0444	ACCIDENT FUND INSURANCE CO OF AMER	RETIREMENT	585.40
12/30/2025	GENOP	10473	AP	0396	BS&A	INSURANCE	365.35
12/30/2025	GENOP	10474	AP	0611	CATIRON NORTH AMERICA INC	TERMINAL CASE/ S700	415.00
12/30/2025	GENOP	10475	AP	MISC	DONNELLY, JAMES	2025 REMOTE SERVICE	
12/30/2025	GENOP	10476	AP	MISC	DONNELLY, JAMES	UB refund for account: 531	3,734.44
12/30/2025	GENOP	10477	AP	0342	ELECTION SOURCE	UB refund for account: 532	38.55
12/30/2025	GENOP	10478	AP	0480	FRED FELBPPA, ATTORNEY AT LAW	MAINT CONTRACT	38.55
12/30/2025	GENOP	10479	AP	0271	KINROSS CHARTER TOWNSHIP	ATTORNEY FEES	595.05
12/30/2025	GENOP	10480	AP	0225	MISS DIG SYSTEM, INC.	VACTOR RENTAL FOR LS2	300.00
12/30/2025	GENOP	10481	AP	0255	NAPA AUTO PARTS	ANNUAL FEE	1,502.20
12/30/2025	GENOP	10482	AP	0211	NORTHERN SAND & GRAVEL	DPW SUPPLIES	991.59
12/30/2025	GENOP	10483	AP	0092	VISA	GRAVEL FOR WATER TOWER	315.94
12/30/2025	GENOP	10484	AP	0785	WOLVERINE POWER SYSTEMS	VISA	407.72
12/30/2025	GENOP	10485	AP	0752	XTREME TRUCK & TRAILER LLC	GENERATOR	90.03
						ANNUAL INSPECTION 1998 INTERNATIONAL	47,775.00
							1,148.61
Total of 26 Checks:							61,320.58
Less 0 Void Checks:							0.00
Total of 26 Disbursements:							61,320.58

**Treasurer's Report  
Superior Township  
Month Ending December 2025**

	Bank Accounts/CD's	Interest	General Ledger
<b>SCCU General Fund (1.000% APY)</b>			
Checking Account 7610	\$ 663,993.33	\$ 548.36	*See GL Breakdown by Dept.
Savings Account	\$ 250.44	0.05	GL 101-000-002.00
			\$ 664,243.77
<b>*GL Breakdown by Departments</b>			
101-000-001.50 General Fund	\$ 157,363.11		
210-000-001.50 Special Funds/Depot Expense	\$ (2,040.62)		
590-000-001.50 Sewer Fund	\$ 102,149.38		
591-000-001.50 Water Fund	\$ 345,716.95		
<b>Subtotal:</b>	<b>\$ 603,188.82</b>		
<b>Outstanding checks</b>	<b>\$ 61,320.58</b>		
<b>Subtotal:</b>	<b>\$ 664,509.40</b>		
<b>Outstanding Deposits/OS Misc Adj</b>	<b>\$ 516.07</b>		
	<b>\$ 663,993.33</b>		
<b>*SCCU Tax Fund (.050% APY)</b>			
Checking Account 2670 Int accrued	\$ 201,894.13	\$ 4.87	GL 703-000-001.00
Savings Account	\$ 5.02		GL 703-000-002.00
			\$ 201,899.15
<b>*SCCU Fireman's Account (0.050% APY +</b>			
Checking Account 1820 Int accrued	\$ 195.96	\$ 0.05	GL 211-000-001.00
Savings Account	\$ 5.01		GL 211-000-002.00
			\$ 200.97
<b>FNBOA APY 3.25%</b>			
Savings Account 0849	\$ 25,294.41	\$ 68.56	GL 206-000-003.00
			\$ 25,294.41
<b>UP State Credit Union</b>			
<b>Sewer Fund (0.15 to .80% tiered rate)</b>			
Preferred Funds Account 148-2	\$ 255,248.87	\$ 216.53	GL 590-000-002.00
Savings Account	\$ 5.00		
			\$ 255,253.87
Total Interest Earned December		<u>\$ 1,915.42</u>	
<b>FNBOA 4.14% APY 4.2%</b>			
CD - Water Dept 3 months MD 12/10/25	\$ 204,679.12		GL 591-000-002.05
Interest earned December		\$ 694.11	
Initial Investment \$202,580.95 on 9/10/25			\$ 204,679.12
3.1E+09			
<b>FNBOA 4.14% APY 4.2%</b>			
CD - Sewer Dept 3 months MD 12/10/25	\$ 56,461.00		GL 590-000-002.05
Interest earned December		\$ 191.47	
Initial Investment \$55,882.22 on 9/10/25			\$ 56,461.00
3.1E+09			
<b>FNBOA 4.14% APY 4.2%</b>			
CD - General Op 3 months MD 12/10/25	\$ 56,461.00		GL 101-000-002.05
Interest earned December		\$ 191.47	
3.1E+09			\$ 56,461.00
Initial Investment \$55,882.22 on 9/10/25			
<b>CD's Interest To Date</b>		<u>\$ 3,255.73</u>	
<b>Total CD's</b>	\$ 317,601.12		\$ 317,601.12
<b>Bank Accounts &amp; CD's</b>	<u>\$ 1,782,094.41</u>		<u>\$ 1,782,094.41</u>
<b>Total Funds</b>	<u>\$ 1,782,094.41</u>		<u>\$ 1,782,094.41</u>

Prepared by: Amy Eddy, Treasurer

\*Not for general township use.